

Person Specification

Job Title	Qualified Senior Clinical Coder		
AfC Band	Band 4	Job Code	409-5567900

Method of Assessment: 'A' Application Form 'C' Certificate 'I' Interview 'R' Reference 'T' Test/Presentation

Person Specification		Essential	Desirable	Assessment
Qualifications				
1	GCSEs (A-C) or equivalent	X		A/C
2	Clinical Coding Standards Course (UK)	X		A/C
3	Accredited Clinical Coding Qualification (NCCQ)	X		A/C
Knowledge & Experience				
1	Experience of working in an office environment	X		A/I
2	Planning, organising workload to meet deadlines	X		A/I
3	Transferring coding skills and knowledge to others	X		A/I
4	Experience in coding a number of specialties gained using ICD-10 Diagnostic and OPCS Procedure classifications	X		A/I
5	Experience of working with clinicians and/or senior clinical staff		X	A/I
6	Experience of mentoring junior members of the clinical coding team		X	A/I
7	Knowledge of Information governance, data protection legislation, Caldicott and other relevant guidance.		X	A/I
Skills				
1	Firm grounding in medical terminology and anatomy & physiology	X		A
2	Ability to work on own initiative and as part of a team	X		A/I
3	Excellent knowledge and understanding of clinical coding rules and conventions	X		T
4	Effective interpersonal skills	X		I
5	Excellent concentration skills with attention to detail	X		T
Other				
1	Knowledge of Payment by Results Framework		X	A/I
2	Knowledge of SNOMET CT		X	A/I
3	Ability to travel to various hospital locations by own car/assisted driver		X	A/I